

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/17/15

CLOSING DATE: 03/26/15 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 011604
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 01 WORK TIME: 0800 AM - 0400 PM
LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35
BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES
LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61022276

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,
SECURITY OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:
TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.
CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC
SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

DESCRIPTION OF DUTIES:
SERVES AS HOUSING SERGEANT UNDER SUPERVISION OF THE MEDIUM/MAXIMUM
SECURITY UNIT LIEUTENANT. IS RESPONSIBLE FOR THE OVERALL TRAINING,
SUPERVISION, AND MONITORING OF SUBORDINATE SECURITY STAFF ASSIGNED TO
THE UNIT AND FOR THE SUPERVISION, CUSTODY AND CONTROL OF ALL INMATES
ASSIGNED TO THE HOUSING UNIT. INVESTIGATES ALL COMPLAINTS AND
PROBLEMS REPORTED. PREPARES AND REVIEWS ALL WRITTEN REPORTS PRIOR TO
FORWARDING TO APPROPRIATE SUPERVISORS. MAKES ROUTINE SCHEDULED AND
UNSCHEDULED INSPECTIONS TO ENSURE STAFF ARE PERFORMING DUTIES PROPERLY
AND TO ENSURE THE HOUSING UNIT IS MEETING ALL STANDARDS REQUIRED FOR
SAFETY, SANITATION AND OSHA. DIRECTLY ASSISTS WITH ALL COUNT
PROCEDURES. PERFORMS OTHER RELATED DUTIES AS ASSIGNED BY THE UNIT
LIEUTENANT.

COMMENTS:
MUST BE ABLE TO WORK ANY SHIFT/HOURS